

**SUMMARY OF THE  
TRANSITION COMMITTEE MEETING  
MARCH 15, 2001**

The Transition Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Thursday, March 15, 2001 at 1:00 p.m. Eastern Standard Time (EST) by teleconference. The meeting was led by its chair, Ms. Silky Labie of the Florida Department of Environmental Protection. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to plan the meeting agenda for the upcoming Seventh NELAC Annual Meeting (NELAC 7), discuss the progress of the action items from previous meetings, and discuss any new business.*

**INTRODUCTION**

Ms. Labie welcomed the attendees and verified the names of those in attendance. The first order of business was the approval of Transition Committee minutes from the committees' last teleconference on February 15, 2001. Ms. Labie highlighted the completion of action items #1 and #3 from those minutes and the ongoing status of the committees' work on a NELAC secondary accreditation application package. The minutes from the February 15, 2001 teleconference were accepted with no edits from the committee members present.

**NELAC SECONDARY ACCREDITATION REQUIREMENTS**

Ms. Labie and Dr. Ken Jackson began a discussion on the NELAC secondary accreditation application and required content of such. Dr. Jackson suggested that the secondary application should require submission of Standard Operating Procedures (SOPs), Data Quality Assurance Plans, staff qualifications and other such information. Since the primary accrediting authority would be required to have this type of information when they are audited themselves, Dr. Jackson justified the need to have those documents as part of either a secondary or primary NELAC accreditation.

**NELAC 7 AGENDA**

The committee listed the agenda items for the upcoming annual meeting to be held May 21 - 25, 2001 in Salt Lake City, UT, based on the work the committee had done since the Sixth NELAC Interim Meeting. The committee will present the questionnaires created for gathering feedback from laboratories and NELAC accrediting authorities on the NELAC accreditation and on-site assessment process. The proposal for a process to resolve accreditation issues through a clearinghouse will be presented at the Transition Committee session as well. The committee will also open a discussion to the floor on the requirements of NELAC secondary accreditation and the submission of documentation.

**NEW BUSINESS**

Ms. Labie called for any new business the committee needed to address. Dr. Wilson Hershey initiated a discussion concerning reciprocity between federal agencies or entities, such as military

branches, the Department of Energy and the Department of Transportation, etc. and special issues that concern those types of agencies as NELAC Accrediting Authorities. Ms. Deborah Loring spoke to that issue as well as the reciprocity issues between NELAC certification and certain state accreditations for specific analytes, such as bulk asbestos, that are covered by the state certification program, but not by NELAC. The NELAC “master list” of Fields of Testing and analyte groups is not yet complete and is not satisfying the needs of all laboratories seeking NELAC accreditation. Total reciprocity will mean “one-stop shopping” for Fields of Testing and analytes from every NELAC participating or recognizing state.

Dr. Ken Jackson offered that there are NELAC Primary Accrediting Authorities now offering the most complete lists of analytes and PT samples for those, such as New York and Florida, and that participation in those accreditation programs would “fill the gaps” for now. The committee agreed that this issue needs to be addressed and that total reciprocity will not be achieved until the list of Fields of Testing and analyte groups are the same throughout the NELAC Accrediting Authorities and those states which choose to recognize NELAC accreditation.

The committee also discussed briefly the issuance of accreditation certificates from certain state Primary Accrediting Authorities when the date on the certificate expires before the length of the original two year certification. Dr. Jackson and Ms. Labie agreed that the fiscal year end of that particular state marked the expiration of those certificates and that new certificates would be sent to those laboratories to replace those which had expired.

#### **FUTURE TELECONFERENCES AND ADJOURNMENT**

Ms. Labie called for any further discussion on current topics or new business. The committee agreed that they would not need to meet by teleconference again before the upcoming annual meeting unless otherwise notified. With no further comments offered, Ms. Labie adjourned the meeting.

**ACTION ITEMS  
TRANSITION COMMITTEE MEETING  
MARCH 15, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Address the lack of secondary application package requirements in the NELAC Standards	Ongoing

**PARTICIPANTS  
TRANSITION COMMITTEE MEETING  
MARCH 15, 2001**

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